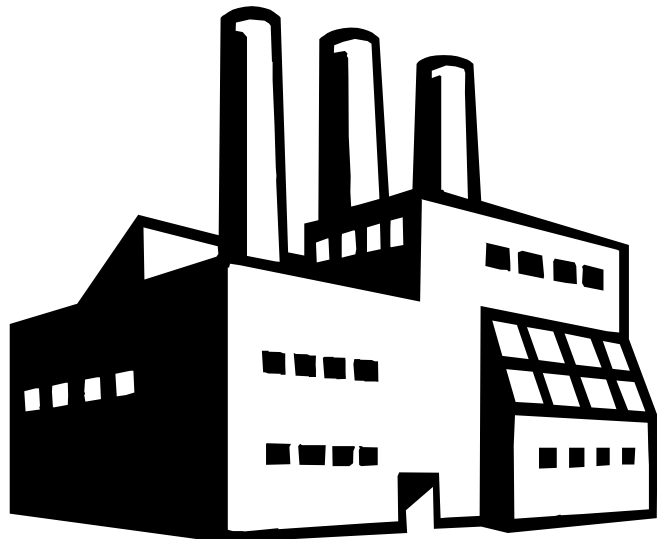


CHAPTER 4

The Stationary Source Form: S-001

In This Chapter:

- Form Overview
- Form Relationship
- Form Completion Instructions
- Adding an Owner Record
- Deleting an Owner Record



CHAPTER 4: THE STATIONARY SOURCE FORM

S-001 SOURCE

Form Type S-001 SRN Z9999

STATIONARY SOURCE IDENTIFICATION

Name Sample Corporation Primary SIC Code 3599 NAICS Code 326199

Address (Street Number and Name) 555 W. Main St

Address Continued

County Name INGHAM City LAHSING Zip Code 48909-1245

Location if street address is not available Section Town Range

Number of Employees Existing ROP Number

Confidential Data Included In This Application?

Subject to Federal Program Regulating Ozone-Depleting Substances?

Subject to Federal Accidental Release Program?

Has Risk Management Plan (RMP) been submitted?

Operator's Additional Information ID Display Additional Information Form Clear Additional Information ID

OWNER INFORMATION Owner 1 of 1

Name Copy source address

Mailing Address (Street Number and Name or P.O. Box)

Address Continued

City State/Province Zip or Postal Code Country

Operator's Additional Information ID Display Additional Information Form Clear Additional Information ID

Ready

FORM OVERVIEW

The Source Form, S-101, collects basic information about the facility including location and owner information. A S-001 form must be completed for all initial and renewal ROP applications.

Note: Some of the fields on this form may be pre-filled with data from your previous MAERS submittal. If so, please make sure the information displayed is correct.

FORM RELATIONSHIP



Information provided on this form may be used to pre-fill fields on the Certification Form (C-001).

FORM COMPLETION INSTRUCTIONS

This form consists of two editable sections: the Stationary Source Identification section, and the Owner Information section. If this is a renewal application many of the fields on this form will be pre-filled. Verify that all the pre-filled information is correct. The instructions below explain how to complete the fields on this form.

The top of the form displays the **Form Type** that is open (S-001) as well as the facility's State Registration Number (SRN). This information is pre-filled and cannot be edited. Make sure that your SRN appears in the SRN window. If "PRACTICE" appears in this window, it means you are currently in the practice database, which cannot be submitted.

Stationary Source Identification Section

The screenshot shows the 'STATIONARY SOURCE IDENTIFICATION' form. Numbered callouts point to the following fields:

- 1: Name (Sample Corporation)
- 2: Primary SIC Code (3599)
- 3: NAICS Code (326199)
- 4: Address (Street Number and Name) (555 W. Main St)
- 5: County Name (INGHAM)
- 6: City (LANSING)
- 7: Zip Code (48909-1245)
- 8: Section
- 9: Town
- 10: Range
- 11: Number of Employees
- 12: Existing ROP Number
- 13: Confidential Data Included In This Application?
- 14: Subject to Federal Program Regulating Ozone-Depleting Substances?
- 15: Subject to Federal Accidental Release Program?
- 16: Has Risk Management Plan (RMP) been submitted?
- 17: Operator's Additional Information ID
- 18: Display Additional Information Form button
- 19: Clear Additional Information ID button

1. **Name:** Enter the specific name that identifies the stationary source.

2. **Primary SIC Code:** Click on this field and a drop-down list with SIC codes will appear (Figure 4-1). Select the Standard Industrial Classification (SIC) Code that best describes the major product produced or service provided as your primary code. For quicker navigation through the list, quickly enter the first two digits into the SIC field, the drop-down list will then take you to SIC codes beginning with those digits.

The screenshot shows the 'Primary SIC Code' drop-down menu. The selected code is 5012. The list includes:

- 5012 Automobiles and other motor vehicles
- 5013 Motor vehicle supplies and new parts
- 5014 Tires and tubes
- 5015 Motor vehicle parts, used
- 5021 Furniture
- 5023 Homefurnishings
- 5031 Lumber, plywood, and millwork

Figure 4-1: SIC Codes

3. **NAICS Code:** Click on this field and a drop-down list with North American Industrial Classification System (NAICS) codes will appear. Select the NAICS code that best describes the major product produced or service provided by your source. This code must be a five digit numeric code. NAICS code information can be found on the internet at: www.census.gov/epcd/www/naics.html.

4. **Address (Street Number and Name):** Enter the address of where the stationary source is located. DO NOT use a post office box number.

5. **County Name:** Click on this field and a drop-down list that includes all Michigan counties will appear. Select the county where the source is located.
6. **City:** Click on this field and a drop-down list that includes all the cities located in the county selected in the previous field will appear. Select the city where the source is located.
7. **Zip Code:** Enter the zip code. The zip code must represent the city where the source is located.
8. **Location if street address is not available:**
 - **Section:** Click on this field and a drop-down list containing USGS geographic section numbers will appear. Select the section number that represents the location of the source.
 - **Town:** Click on this field and a drop-down list containing USGS geographic town codes for the county selected will appear. Select the town code that represents the location of the source.
 - **Range:** Click on this field and a drop-down list containing USGS geographic range codes for the county selected will appear. Select the range code that represents the location of the source.
9. **Number of Employees:** Enter the average number of people employed at this location.
10. **Existing ROP Number:** Enter the Renewable Operating Permit number that appears on your existing permit (e.g. 200100999). If this is an initial application and you do not have an existing ROP number, leave this field blank.
11. **Confidential Data Included In This Application?:** Click on this field and a drop-down list will appear. Select "Yes" if any confidential information will be included in this application. Select "No" if no confidential information will be included in this application. An Additional Information form (AI-001) must be completed for all confidential information. Refer to the AI-001 form completion instructions for information about what may be considered confidential and how to submit confidential information.
12. **Subject to Federal Program Regulating Ozone-Depleting Substances?:** Click on this field and a drop-down list will appear. Select "Yes" if this source has any air conditioners or refrigeration equipment that is subject to 40 CFR 82, Subpart A through G. Otherwise select "No." If the stationary source is subject to this program and in compliance with all applicable requirements of this program, no further information is required in this application. General Requirements for this program are included in all ROPs. If subject and not in compliance, the appropriate form(s) (e.g., EU-003, AR-001, AR-002, etc.) must be completed to identify affected emission units and applicable requirements for which the emission unit (EU) is not in compliance.

For more information about how to answer this question refer to page 4-6.

- 13. Subject to Federal Accidental Release Program?:** Click on this field and a drop-down list will appear. Select “Yes” if this source is subject to the Federal Accidental Release Program requirements pursuant to Clean Air Act Section 112(r). Refer to 40 CFR Part 68. If “Yes” is selected, click on the next field to indicate if a Risk Management Plan (RMP) has been submitted to the EPA.

If the stationary source is subject to this program and in compliance with all applicable requirements of this program, no further information is required in this application. General Requirements for this program are included in all ROPs. If subject and not in compliance, the appropriate form(s) (e.g., EU-003, AR-001, AR-002, etc.) must be completed to identify affected emission units and applicable requirements for which the EU is not in compliance.

The Federal Accident Release Program

Companies of all sizes that use certain listed chemicals must submit plans that detail how they will prevent accidental chemical releases from occurring. This compliance requirement is known as the Accidental Release/Risk Management Program of the 1990 Clean Air Act Amendment's Section 112(r). The goal of this regulation is to communicate potential risks to the public and ensure that facilities have implemented a baseline internal management structure that includes safety and prevention and emergency response programs to reduce the possibility of an accidental release. The primary tool used to accomplish this goal is the Risk Management Plan (RMP). A facility must develop a RMP if they have regulated substances (comprised of toxic chemicals and flammables) identified under Section 112(r) at or above a specific threshold quantity that is set for each substance. The size of the company does not determine applicability; a business is required to complete a RMP if the type and quantity of chemicals used are listed as regulated substances under the rule. For more information about the Risk Management Program contact the Clean Air Assistance Program at (800) 662-9278.

- 14. Has Risk Management Plan (RMP) been submitted?:** (Only answer this question if “Yes” was selected in Step 13.) Select “Yes” if a RMP has been submitted. Select “No” if a RMP has not been submitted.
- 15. Operator’s Additional Information ID:** An Additional Information Form (AI-001) may be used to supplement any of the information required on this form. Click on the “Display Additional Information Form” button to associate this form with an AI-001 form. When you click on this button either a blank AI-001 form will be generated for you to complete or a display window that contains AI-001 forms that have been created and not linked to another form will appear. If the display window appears select one of the AI-001 forms that have already been created and click “OK” or choose “New” to generate a blank AI-001 form. Refer to Chapter 11 for instructions on how to complete the AI-001 form and create an Operator’s Additional Information ID.

If an Operator’s Additional Information ID appears in this field and you would like to view the AI-001 form associated with it, click on the “Display Addition Information Form” button. If you would like to break the link to this form, click on the “Clear Additional Information ID” button. Although the ID will be cleared, the AI-001 form will still exist and can be linked to another form or deleted. Refer to Chapter 11 for guidance on deleting an AI-001 form.

Operator's Additional Information ID	<input type="text"/>	Display Additional Information Form	Clear Additional Information ID
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Figure 4-2: Activity Information Buttons

Owner Information Section

16. Name: Enter the name of the owner or parent/holding company (e.g., Big Widget Corp., Middletown Board of Education, Joe Clean).

17. Mailing Address: If the owner's address is identical to the source address click on the "copy source address" button. The source address will be copied to the owner address fields.

If the owner address is different than the source address, complete these fields. Fill out the name and address exactly the way it should appear on all correspondence. **Use two-letter state abbreviations.**

18. Operator's Additional Information ID: See Step 15.

ADDING AN OWNER RECORD

If there is more than one owner at this stationary source, additional owners may be entered. Choose **Edit** on the menu bar and select **Add Owner** (Figure 4-3). A new Owner Information Section will be displayed. Complete the fields as explained in Steps 16 through 18.

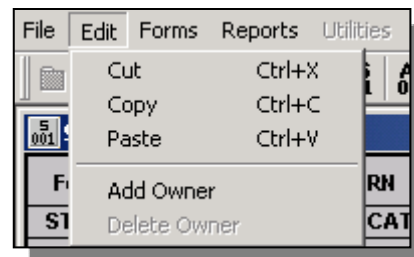


Figure 4-3: Add Owner

DELETING AN OWNER RECORD

If you would like to delete an owner from your ROP application, choose **Edit** on the menu bar and select **Delete Owner**.

Note: At least one owner must be entered on this form. An owner can only be deleted when there is more than one owner listed.

- REMEMBER TO SAVE YOUR CHANGES! -

FEDERAL PROGRAM REGULATING OZONE-DEPLETING SUBSTANCES (40 CFR PART 82)

You may be subject to 40 CFR Part 82 (1990 Clean Air Act, Title 6 and amendments) if the company you operate:

1. Manufactures CFCs, HCFCs, and/or chlorinated types of compounds.
2. Services, repairs and/or are a recycler of home appliances, industrial chillers, and other related industrial processes (*Section 608 Refrigerant Recycling Rule.*)
3. Services, repairs, and/or are a recycler of mobile source air conditioning units (*Section 609 Motor Vehicle Air Conditioning*).
4. Is a microchip manufacturer (use of a specific cleaner) or a foam manufacturer (use of a gas to blow the foam) (*Section 610 Nonessential Product Bans*).

All products that are manufactured and contain CFCs, HCFCs and/or chlorinated types of compounds must be labeled (*Section 611 Product Labeling*).

With regard to the companies referred to in #2 and #3 (refrigerant and motor vehicle), you must use capture and recovery equipment, and to operate this equipment, you must obtain certification from US EPA.

A list of the type of chemicals that are regulated is available in *Section 602*, and their phase out schedule is in *Sections 604-606* of the rule.

For More Information

Regulations promulgated by EPA to protect the ozone layer are in Title 40, Part 82 of the Code of Federal Regulations (commonly referred to as 40 CFR Part 82). You can access an electronic copy of 40 CFR Part 82 at the Government Printing Office's E-CFR site at:

www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr82_00.html.

You may visit the EPA's ozone webpage at: www.epa.gov/ozone/title6/index.html. Refer to the left side bar – Rules and Regulations. You can access the various sections of the rule from this website. You can also call the Stratospheric Ozone Hotline at (800) 296-1996.

- Stationary Refrigeration and Air-Conditioning, Halon Blends & Handling
Most air-conditioning and refrigeration appliances not regulated as motor vehicle air-conditioners are regulated under this program (*Section 608* of the CAA). A number of service practice, refrigerant reclamation, technician certification, and other requirements are covered by this program. In addition, halon fire suppression system installation and certain emissions of halons are covered by this program.
- Motor Vehicle Air-Conditioning
This program (*Section 609* of the CAA) regulates on-road car and truck air-conditioning systems, as well as technician certification and service equipment for those systems. The sale of small cans of certain ozone-depleting refrigerants is restricted to technicians certified under this program.
- Nonessential Products Ban
Section 610 of the CAA bans the sale of certain products manufactured with, or containing, ozone-depleting substances. This program covers the ban on both class I and class II products.